



Town of Arlington, Massachusetts
730 Massachusetts Ave., Arlington, MA 02476
Phone: 781-316-3000

webmaster@town.arlington.ma.us

Library Trustees Minutes 05-18-2004

Robbins Library Board of Trustees
May 18, 2004

Call to order

The meeting was called to order at 7:15 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture. Guest Elaine Shea attended for a portion of the meeting.

Approval of Minutes

Ms. Ruderman made a motion; seconded by Ms. Fennelly, to approve the minutes of the April 7th and April 13th meetings, with corrections.

Communications

Ms. Loud brought to the attention of the Board the publication from the MLTA, the Massachusetts Library Trustee Association. Trustees would like Ms. Loud to continue distributing this to them.

Appointment with Elaine Shea

Ms. Shea attended the meeting with a proposal that the library addition be dedicated to the memory of Margaret Spengler, who served the town in a variety of ways. Ms. Shea described Mrs. Spengler as a vital community resource who nurtured the love of reading in children. She feels that this memorial would be in keeping with the mission of the Robbins Library. The trustees agreed to take this proposal under advisement. Ms. Loud believes that this decision is not solely within the jurisdiction of the Board of Trustees.

Directors Report

The Board reviewed the written monthly report. Ms. Loud discussed the results of the Vision 2020 survey that was mailed to all Arlington residents.

Long-range Plan

Ms. Loud reviewed with the Board the planning process. The trustees discussed the recommendations of the planning committee regarding their selection of the service responses. Ms. Fennelly made a motion to accept the service roles as recommended by the Long-range Planning Committee; seconded by Ms. Ruderman. Passed unanimously. Ms. Loud also discussed the group's view of the community vision and the SWOT analysis (Strengths, Weaknesses, Opportunities, Threats). Ms. Loud will thank the participants for their input.

User Survey

A volunteer has collaborated with Ms. Loud on the design of a user survey. Ms. Fennelly made a motion; seconded by Ms. Ruderman, to expend up to \$3,000 to pay for the tabulation of the survey results, to be taken from the Farmer Trust Fund. Passed unanimously.

Russell Fund Budget Report

Mr. Castiglioni reported on the status of the fund. Of the \$30,010 originally budgeted for FY04, approximately \$3,000 is remaining. Ms. Loud assured the Board that the balance will be expended by the end of June.

Trust Fund Budget Report

Ms. Muldoon reported on the spending of trust fund monies. Small balances remain in some categories, including brochures/newsletter, sign language interpreters and bindery.

Fundraising

Ms. Ruderman reported that the annual business solicitation should take place before the end of June or be delayed until September. She believes that previous business donors should receive letters, as will ten-twelve additional identified businesses with proven sales. A later campaign would be the solicitation of specific businesses for special projects such as the wireless project.

Community Read

Ms. Loud attended an interesting program on community reads at the Massachusetts Library Association annual conference. She reported to the Board that the title selected for the upcoming community read is "Whale Rider". This will take place in October in conjunction with Arlington Diversity Month, which the trustees agreed to co-sponsor. Activities related to the book will be conducted, possibly including a charitable undertaking.

Anniversary Celebration

Ms. Fennelly distributed an updated timeline of activities for the year. The Friends of the Library have agreed to allocate up to \$500 to pay for banners, to be matched by trust funds. A proclamation will be signed by the Board of Selectmen declaring June Robbins Library month in the town of Arlington.

Author Program

Perri Klass has agreed to speak, but a spring date could not be arranged. This will be scheduled for the fall, in late September or early October. An honorarium of \$500 will be offered.

Appointment of Nominating Committee

Ms. Fennelly and Ms. Radochia volunteered to serve as the nominating committee to select a slate of officers to be presented at the June meeting.

Adjournment

The meeting was adjourned at 9:50 PM on a motion by Ms. Fennelly; seconded by Ms. Radochia. The next meeting will take place on June 8th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture